



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

file 360

PUBLIC AFFAIRS

Phone: (703) 351-7676

26 June 1984

Ms. Patricia Pittarelli
Room 2429; Bureau of Personnel CCA
United States Department of State
Washington, DC 20520

Dear Ms. Pittarelli:

STAT In reference to your request on behalf of the State Department Summer Hire Program, I am pleased to confirm that your visit to CIA has been scheduled for Tuesday, 10 July, from 10:00-11:30 a.m. at our Headquarters Building in Langley, Virginia (see attached map). Please plan to enter at the Route 123 entrance. [redacted] a veteran of many years of intelligence experience, is prepared to talk to you about Intelligence and National Security. A representative from the Office of Personnel will also be available to satisfy any interest in career opportunities at this Agency. To help us to help you benefit most from the short time we will have together, I hope you will plan to arrive by 9:45 a.m.

To satisfy our security requirements, I ask that at least one week in advance of your visit I receive an alphabetized list of all attendees with full name, home address, date and place of birth, and social security number for each. Please also include a brief statement from you that all are U.S. citizens, since we are not prepared to accommodate foreign nationals. As I understand it, all members of your group are cleared through SECRET and you or another staff representative will be on hand in the event any unforeseen problems arise. I plan to meet you on your arrival and to be available to help throughout your visit.

Each individual should plan to bring some form of identification with photograph to show to the receptionist upon entering the building. If you will let me know of any handicapped persons who will attend, I will make special arrangements to assist them. Since we have limited parking facilities, it will help to know in advance the number and description of vehicles you will be arriving in. Buses or vans should plan to stay here for the duration of your visit (otherwise, special arrangements must be made with the gate, which means an even earlier arrival). I apologize in advance for any inconvenience that may be caused by the construction of our new Headquarters addition.

The Agency allows neither hazardous equipment--such as weapons or explosives--nor cameras, recording devices, or radio transmitters to be brought into the building, which I guess should go without saying. Nevertheless, to save embarrassment, you might mention these things to our guests.

Also attached is a checklist summarizing these details, which I hope will assist you in making arrangements. We look forward to your visit. If you have any further questions, please do not hesitate to call me at 703-351-7676.

Sincerely,



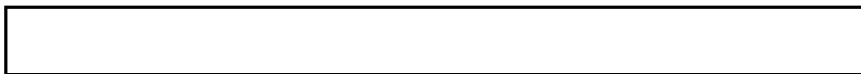
Public Affairs

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Attachments:

- A. Map to CIA
- B. Checklist

STAT



VISITATION CHECK LIST

AT LEAST ONE WEEK IN ADVANCE:

- _____ Forward alphabetical list of attendees showing each full name, address, date/place of birth, social security number.
- _____ Forward statement certifying all attendees are U.S. citizens.
- _____ Notify CIA of any handicapped attending.
- _____ Notify CIA of number and description of vehicles.

DAY OF VISIT, PRIOR TO DEPARTURE:

- _____ Remind each attendee to bring ID with photo.
- _____ Remind attendees that cameras, recorders, transmitters, and hazardous equipment are prohibited.

THANK YOU